Standard Form 44

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Standard Form 44

Overview

- Governing Directives
- Description
- General Use Policy
- Monetary Limitations
- Competition Requirements
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Governing Directives

- FAR 13.306
- DFARS 213.306
- AFFARS, Appendix CC

Standard Form 44

Description

The SF 44, Purchase Order -- Invoice -- Voucher, is a multipurpose pocket-size purchase order form designed primarily for on-the-spot, over-the-counter purchases of supplies and nonpersonal services while away from the purchasing office or at isolated activities. It also can be used as a receiving report, invoice, and public voucher.

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Use of the SF 44 is Permissible if:

The amount of the purchase is at or below the micro-purchase threshold, except for purchases made under unusual and compelling urgency or in support of contingency operations. Agencies may establish higher dollar limitations for specific activities or items;

(2) The supplies or services are immediately available;

(3) One delivery and one payment will be made; and

(4) Its use is determined to be more economical and efficient than use of other simplified acquisition procedures.

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DFRAS 213.306 SF 44, Purchase Order-Invoice-Voucher

The micro-purchase limitation applies to all purchases, except that purchases not exceeding the SAT may be made for:

(A) Aviation fuel and oil;

(B) Overseas transactions by contracting officers in support of a contingency operation as defined in 10 U.S.C. 101(a)(13) or a humanitarian or peacekeeping operation as defined in 10 U.S.C. 2302(7); and

(C) Transactions in support of intelligence and other specialized activities addressed by Part 2.7 of Executive Order 12333.

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Competition Policy

REQUIREMENT

- Purchases under $2,500 may be made without securing
- competitive quotations.
- WHEN IT MAKES SENSE - COMPETE!!!
  - First Time Buys
  - Price Exceeds the Government Estimate
  - You Suspect the Price may not be Fair and Reasonable

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Making Purchases with the SF 44

General procedural instructions governing the form's use are printed on the form and on the inside front cover of each book of forms.

Since there is, for all practical purposes, simultaneous placement of the order and delivery of the items, clauses are not required for purchases using this form.

FAR Part 12 shall not apply for acquisition of commercial items using the SF 44.

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Documenting Purchases

Use a black or blue ball point pen, print legibly and press hard
enough to go through all four sheets.

Date of Order: Self Explanatory

Order No: Enter PIIN No. form COCSP Attachment 6

Payee: Print name and address of seller, and list the contractor's phone number. This will help Finance make payments,
in case they are not familiar with the contractor's location.

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Documenting Purchases

Furnish Supplies or Services to: Enter the organization and office symbol of the requesting organization, person item/service is marked for, location where item is to be delivered/service performed, and the AF Form 9 number.

Supplies or Services: Each item must be listed separately. Do not group items together. Referencing an attached invoice is **NOT AUTHORIZED**. Prices must be indicated in local currency unless policy permits/requires payment in US currency.

Payor: Enter the address for Accounting & Finance and include a phone number.

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Documenting Purchases

Total: Enter total amount of order in local currency unless policy permits/requires payment in US currency.

Discount Terms: Include any discount terms offered by the vendor if payment is not to be made on-the-spot.

Ordered By: Print the name and title (CO/Ordering Officer) of the person making the purchase and sign.

Purpose and Accounting Data: Enter the long line of accounting and the applicable emergency and special programs (ESP) code and the exchange rate.

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Documenting Purchases

Received By: Person making the purchases (same as ordered by).

Title: Title (CO/Ordering Officer) of person making the purchase.

Date: Same as Date of Order.

Seller: Completes at time of purchase if payment is to be made at time of purchase. Otherwise, the seller follows instructions on Copy 2 (the blue copy).

Certification below Seller's Signature: Completed by paying agent.

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Distribution

Cash on Delivery

- 1. White copy to FM
- 2. Blue copy to seller for record
- 3. Pink/Receiving Report to FM
- 4. Green copy retained in book

by CCO

Invoice Purchase

- 1. White/Invoice copy to seller
- 2. Blue copy to seller for record
- 3. Pink/Receiving Report to FM
- 4. Green copy retained in book

by CCO

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Decentralization of SF 44 Purchases

Authority to make purchases with the SF 44 may be delegated to functional areas. Authority to make purchases using the SF 44 is typically delegated to personnel from CE and Transportation. These activities are more likely to visit local markets to obtain needed supplies which have unique characteristics. Decentralization allows these activities the flexibility to identify and acquire suitable substitutes for out of stock items.

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Decentralization of SF 44 Purchases

Commanders must nominate personnel/request ordering officer (OO) appointment in writing.

CO with requisite authority makes OO appointment in writing after appropriate training.

OO acknowledges training in writing.

Appointment must limit purchases to a specific item(s) or class of items such as consumable automotive parts, building materials, office supplies, etc.

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Decentralization of SF 44 Purchases

OO purchases are limited to the micro-purchase threshold even during contingencies.

Provide a copy of the written appointment letter signed by the OO to FM and PERSCO

Issue the OO a book(s) of SFs 44 along with a block of PIINs to go in the “Order No. block of each SF 44.

OO must obtain funding from FM before making purchases.

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Decentralization of SF 44 Purchases

OO should submit a summary log of purchases to Contracting at least monthly.

Contracting should establish a schedule for OO surveillance

Termination of the appointment, as specified in the appointment letter shall be in writing pursuant to misconduct/poor performance, commander's request, redeployment of OO, or termination of operation

Forward current appointments to PERSCO and require OOs to clear through contracting before being allowed to out-process/forward deploy.

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Safeguarding the SF 44

Agencies shall provide adequate safeguards regarding the

control of forms and accounting for purchases.

- The SF 44 is a Controlled Form
- SFs 44 are not Numbered
- Store in FM Safe or Other Security Container

Lost or Stolen SFs 44

- Immediately inspect SFs 44 returned to you and still under your control
- Inform the Security Forces, Security Manager or Deployed Commander
- Report loss/theft to FM and advise of potential for unauthorized purchases
- Explain to the individual that brought the forms in that they are a controlled from. Get a written statement.

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Advantages

- Small Size
- Easy to Complete
- Contingency $ Thresholds
- Use Delegable
- One Delivery
- One Payment
- No Need for Clauses

Disadvantages

- No Clauses makes use impracticable for items with lead times and repetitive services
- Pilferable/Blank Check
- Abuse Potential
- Poor Instructions on the Booklet

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